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HAMPTON NEIGHBORHOOD COMMISSION

Neighborhood Commission
Monday, October 13, 2014— 5:00-6:30PM
Community Development Conference Room

Hampton's Neighborhood Commission provides leadership, guidance, and support to the Hampton Neighborhood Initiative, thereby creating healthy neighborhoods where everyone can realize their full potential for a better quality of life.

District Representatives:

District One
David Duxbury
District Two
Pam Croom
District Three
Chris Henderson
District Four
Sandra King-Medina
District Five
Patricia Parker
District Six
Alice Callahan
District Seven
John Lowe
District Eight
Jason Samuels
District Nine
Rhonda Woods
District Ten
Vacant

School Representative:

Ann Bane

City Representatives:

Anthony Reyes
Maj. Ronald Davis
Vacant

Institutional Representatives:

Henry Mills
Kathy Johnson, Chair
Steven Edwards, Chair-Elect

At-Large Representatives:

Peggy Todd
Barbara Franklin

Youth Representatives:

Vacant
Vacant

Executive Director:

Jonathan E. McBride

c/o Housing & Neighborhood
Services Division
22 Lincoln Street
Hampton, VA 23669-3591

Phone (757) 727-6140
Fax (757) 728-2449

www.hampton.gov/
neighborhoods

I. Opening

- A. Roll Call and Verification of Quorum
- B. Pledge of Allegiance
- C. Review and Approve minutes of the September 8, 2014 Meeting
- D. Chair Announcements

II. Director's Report

III. Items to be Presented by Public

IV. Items by Commissioners

V. Consent Agenda (Vote)

- A. Consideration of Nominating Process for Nominated Commissioners
- B. Consideration of Nominating Process for Re-Appointed Commissioners
- C. Consideration of the Neighborhood of the Year Award Program
- D. Consideration of Changes to the Neighborhood Development Fund Policy
- E. Consideration of Changes to Special Committees
- F. Consideration of Changes to the Operations Manual

VI. Briefings (Discussion)

- A. FY16-FY20 Capital Improvement Plan Update
- B. Registered Neighborhood Serving Organization Campaign Update

VII. Action Items (Vote)

- A. Consideration of the Chair of the Neighborhood Commission
- B. Consideration of the Chair-Elect of the Neighborhood Commission

VIII. Dialogue (Ongoing/Old Business)

- A. Strategic Issues Update
 - 1. Hampton Neighborhood College—NSP
 - a. Hampton 101 (Nov 13 / Feb)
 - b. Hampton 201 (March—April)
 - 2. Neighborhood Commission Meet & Greets—Civic Comm
 - a. November / May
 - 3. Commissioner Retreat (Jan)—Executive
 - 4. You Make a Difference Event (HNI 20yr / March) —Civic Comm
- B. Committee Status Reports on Work Plan Progress
 - 1. Nominating Committee
 - 2. Community Appearance, Pride & Image Committee
 - 3. Youth Committee
 - 4. Grant Review Committee
 - 5. Civic Communications Committee
 - 6. Neighborhood-School Partnerships Committee

*The next Hampton Neighborhood Commission meeting will be held on
November 10, 2014, at 5 p at the Northampton Community Center.*

Protocol for Public Input at Neighborhood Commission Meetings

Hampton Neighborhood Commission meetings are open to the public. The public is invited to attend meetings and to observe the work and deliberations of the Neighborhood Commission. The public may also address the Neighborhood Commission during the agenda item "Items to be Presented by the Public" by signing up to speak. The sign-up sheet will be available to the public until the agenda item "Items to be Presented by the Public" is reached in the course of the meeting. Speakers will be recognized in the order in which they sign up and are asked to limit their comments to 5 minutes.

MINUTES

Hampton Neighborhood Commission Meeting
Community Development Department
September 8, 2014
Time 5:00 – 6:00PM

Present

Kathy Johnson, Chair
Steven Edwards, Chair-Elect
Ann Bane, School Rep
Alice Callahan, District 6
Pamela Croom, District 2
David Duxbury, District 1
Sandra King-Medina, District 4
Henry Mills, Institutional Rep.
Patricia Parker, District 5
Jason Samuels, District 8
Peggy Todd, At-Large Rep.
Rhonda Woods, District 9

Jonathan McBride, Executive Director
Dorinda Weeks, Recording Secretary

Absent

Ron Davis, City Rep.
Barbara Franklin, Public Relations Rep.
Chris Henderson, District 3
John Lowe, District 7
Anthony Reyes, City Rep.

Guest

I. Opening

Call to Order

The meeting was called to order at 5:00pm.

A. Roll Call and Verification of Quorum

Quorum verified.

B. Pledge of Allegiance

C. Approval of Minutes of the August 11, 2014 Neighborhood Commission Meeting

The Chair asked for consideration of the minutes for the August 11, 2014 Neighborhood Commission meeting. Pamela Croom made a motion to approve the minutes. Peggy Todd seconded the motion. The Chair called for a vote.

Chair voiced, "All in favor please say aye." Response, "aye."

Chair voiced, "Opposed?" Response – none.

Minutes approved.

D. Chair Announcements

None

II. Director's Report

The Director reported:

- HRTPO Survey on congestion issues will be distributed to Neighborhood Leaders and Neighborhood Commissioners via email this week.
- Darren Robinson reported there are now 17 homes participating in the Hampton Home Repair Blitz outreach on October 11, 2014.
 - Once of the Commissioner posed the question: "Is there a successful strategy process on how to overcome homeowner's reluctance to the Blitz?"
 - Jonathan noted that the Staff has a process to prepare volunteers and staff before outreach efforts as well as at the end of the day.
- Neighborhood Development Fund Grants' deadline is September 30, 2014.

III. Items to be Presented by Public

None

IV. Items by Commissioners

None

V. Briefings

A. Housing & Neighborhood Services Annual Report

- Jonathan presented an overview of goals for the HNS for the rest of FY 2014 and the upcoming year FY2015:
 - **FY2014 Annual Report**
 - 144 Consultations & Meetings
 - 42 Facilitations & Workshops
 - 13 Grantees Assisted
 - 11 Registered Organizations
 - 47 Curb Appeal Grants, 134% (ROI)
 - 45 Home Repair Blitz, 530+ volunteers

- CDBG/HOME (Federal Funds): 15 homes Rehabilitation & Weatherization, 9 homes Rehabilitation Loans, 6 homes Acquisition & Rehabilitation. Habitat for Humanity built 2 new houses and Rehab one.
- **FY2015: A Transition Year - Key Initiatives**
 - Re-defining Neighborhood Support
 - Learning/Creating a New Tool Box
 - Establishing Strong Connections
 - Developing a Housing & Vision Plan
 - Keeping Neighborhoods Health
- **FY2015: Key Activities**
 - Neighborhood Commission Support
 - CDBG/HOME 5 year Housing Plan
 - Home Repair Blitz (x2)
 - Hampton 101 (x2)
 - Hampton 201
 - You Make A Difference (HNI 20 yrs.)
 - RNO's, NDF, Meet & Greet
 - Youth Initiatives
 - Civic Engagement Support

VI. Action Items (Voting items)

- A. Consideration of the Neighborhood of the Year Award Program **(Deferred)**
- B. Consideration of changes to the Neighborhood Development Fund Policies and Procedures **(Deferred)**
- C. Consideration of changes to Special Committees **(Deferred)**
- D. Consideration of changes to the Operations Manual **(Vote)**

After reviewing the action item, the Chair asked for a motion to approve the Operations Manual amendment recommendation. Sandra King-Medina seconded the motion. The Chair called for a vote.

APPROVED

AYES: 12- A. Bane, A. Callahan, P. Croom, D. Duxbury, S. Edwards, S. King-Medina, H. Mills, P. Parker, J. Samuels, P. Todd, R. Woods, K. Johnson

NAYES: 0

ABSTAIN: 0

ABSENT: 9- R. Davis, B. Franklin, J. Gray, J. Hart, C. Henderson, G. Kelley, J. Lowe, N. Lipford, A. Reyes

VII. Dialogue (Ongoing/Old Business)

A. Strategic Issues Update – Kathy Johnson updated the Commission has voted to put emphasis on Hampton Neighborhood College, Neighborhood Commission Meet & Greet, Commissioner Retreat and You Make a Difference Event and is being pulled out of Committee reports and highlighted under Strategic Issues to ensure awareness of the progress which is going on.

1. Hampton Neighborhood College
 - a. Ann Bane reported Hampton 101 will take place November 13, 2014,. The event will be a one day which will focus on realtors, military and other residence.
 - b. She also noted the next meeting will be on September 22, 2014 at 6PM.
 - i. A date for the next Hampton 101 has not yet been determined.
2. Neighborhood Commission Meet & Greets
 - a. Kathy Johnson reported on behalf of Barbara Franklin. Community Center is a possible location for the Meet & Greet in November. Civic Communications will take up the agenda item.
3. Commission Retreat (Jan.)
 - a. Jonathan noted he was awaiting responses on the polling. Tentative date January 31, 2015.
4. You Make a Difference Event (HNI 20th year Anniversary in March)
 - a. Peggy Todd conveyed that Community Appearance, Pride & Image Committee is working on the awards that will be presented at this event.

B. Committee Status Reports on Work Plan Progress

1. Nominating Committee – Alice Callahan reported Commissioners are needed for District 7, 8 and 10.
2. Community Appearance, Pride & Image Committee meets next Wednesday.
3. Youth Committee – Jonathan noted first meeting today. James Payne, former Youth Planner, will be assisting with the youth work.
4. Grant Review Committee – No Report
5. Civic Communications Committee – Jonathan stated the Committee is working on the Registered Neighborhood Organization Program.
6. Neighborhood-School Partnerships Committee – No Report

VIII. Adjournment

The meeting adjourned at 6:00pm.

Next Meeting Date: October 13, 2014 @ 5:00PM. Location: Community Development Conference Room

MINUTES

Hampton Neighborhood Commission Meeting
Community Development Conference Room
Executive Committee
September 15, 2014
Time 5:00-6:10pm

Present

Ann Bane – Chair, Neighborhood - School Partnership Committee
Alice Callahan – Chair, Nominating Committee
Kathy Johnson – Chair
Steven Edwards – Chair- Elect, Institutional Rep.
Henry Mills – Chair, Grant Review Committee
Peggy Todd – Chair, CAPI Committee

Absent

James Gray – City Representative

Staff

Jonathan McBride - Executive Director
Dorinda Weeks - Recording Secretary
Shanel Lewis - Housing & Neighborhood Services Staff
Marcie Spragan - Housing & Neighborhood Services Staff
Shellae Blackwell - Safe and Clean Initiative Rep.

Guests

None

Item #1

Neighborhood Commission Retreat – This event will not substitute training for the new Commissioners.

- **Format**
 - *The retreat will be January 31, 2014, from 8:30am-3:00 pm (To be confirmed) with the focus on experiential training, small group exercises. Senior term Commissioners will lead some of the discussions. Staff will update commissioners once the location has been determined.*
- **Topic Areas**
 - *Clarification of roles, purpose, skill building including listening skills, conflict resolution, outreach, trust between civic and community.*
- **Roles**
 - *Education on the difference between the commissioners' role as a civic guide and being a problem solver.*
 - *How to link civic and community together in a positive way*

- *Self-assessment of leadership & conflict resolution skills*

Item #2

Strategic Project Updates:

- Hampton Neighborhood College
 1. Hampton 101 (Nov / Feb) Meets next week to go over the details
 2. Hampton 201 (March / April)
- Neighborhood Commission Meet & Greets (Nov/May) –Civic Com.
 - Shanel Lewis mentioned that the reservation process has begun for the location of Northampton Community Center for November 10, 2014 from 4pm to 7pm which includes room set-up time.
- Commissioner Retreat (Jan) – Executive
 - Already discussed above.
- You Make a Difference Event (HNI 20th Anniversary) / March – CAPI/Civic Com.
 - CAPI is working on the award program this week and will have an update at the next Neighborhood Commission meeting and then it will be forwarded to Civic Communications.

Item # 3

Committee Status Reports

- *Civic Communications Committee*- No Report
- *Community Appearance, Pride and Image Committee*- No Report
- *Neighborhood-School Partnerships Committee*- No Report
- *Nominating Committee*-
 - The committee meets at 6pm today.
- *Grant Review Committee*-
 - Grant deadlines are September 2014. CAPI is working on the policy recommendation on shifting Grant Review over to a CAPI responsibility.
- *Youth Committee*-
 - The committee is meeting at 6pm today and they are working on the youth nominations for the upcoming year.

Item #4

Review and approve draft agenda for October 13, 2014 Neighborhood Commission Meeting

- Jonathan suggested using the Consent Agenda (Vote) since it had been discussed at a previous meeting because there are several items that shouldn't require much discussion. Items may be pulled off for discussion by a motion at the meeting or in advanced by request to the Chair.

- He also noted that if the Neighborhood Development Fund Policies & Procedures to be changed for the Grant Review Committee then the amendments to the Special Committee and the Operation Manual should be follow-up items.
 - If the Grant Review Committee activities move to CAPI, then will be no need for the Grant Review Committee, so the commission will need to take action to dissolve Grant Review Committee as a Special Committee.
- Jasmine Bryson will put together the development package with a cover page for the consent agenda section and it will be sent to Kathy Johnson for review.
 - Once she has looked over it she will then send out an email the annotated consent agenda asking commissioners if there are any concerns or changes that need to be prepared in order to recommend the items be pulled from the agenda or voted on as a package.

Item #5

Other Business

- Neighborhood Development Fund (grant fund) is approx. \$350,000. This fund is used for the projects, such as Pasture Point, Safe and Clean, Hampton 101 and Hampton 201. Jonathan requested \$60,000 be set aside for the management of both the Safe and Clean Project Grant as well as \$20,000 for Capacity Building Funding to support Hampton 101 facility cost, Hampton 201 facility costs, and You Make A Difference event funding.

To move forward in this process the Chair voiced two options to the Committee:

1. A vote is done by the Executive Committee to approve this action, and then present the decision as a briefing to the Commission in October.
2. The Executive Committee make a motion then present this to the Commission in October as a vote.

For efficiency and timeline purposes, the Committee was in agreement with the first option.

The Chair asked for a motion to support the Staff's recommendation. Alice Callahan made a motion to support the Safe and Clean, Capacity Building and Neighborhood Development Funding proposal as presented by the Staff. Ann Bane seconded the motion.

The Chair called for a vote.

Chair voiced, "All in favor please say aye." Response, "aye."

Chair voiced, "Opposed?" Response – none.

Motion carried.

Item #6

Remarks for Chair announcements

None

Next Meeting Date: October 20, Location TBD.



MEETING DATE: October 13, 2014

HAMPTON NEIGHBORHOOD COMMISSION CONSENT AGENDA OVERVIEW (ITEMS V. A thru F)

V. Consent Agenda (Vote)

A. Consideration of Nominating Process for Nominated Commissioners

- a. Approval of Nominations for Appointment of Commissioners:
 - i. District 7 - Sally Lazarchek
 - ii. District 8 - Johanna Marteney
 - iii. City Representative - Steve Bond
- b. Nominating Committee Recommendation

B. Consideration of Nominating Process for Re-Appointed Commissioners

- a. Approval of Nominations for Reappointments as Commissioners:
 - i. City, Tony Reyes
 - ii. Schools, Ann Bane
 - iii. At-Large, Peggy Todd
- b. Nominating Committee Recommendation

C. Consideration of the Neighborhood of the Year Award Program

- a. *Approval of an annual award program designed to recognize Neighborhood Organizations, Leaders, and Partnership Projects.*
- b. *Awards would be presented in conjunction with the You Make a Difference Event*
- c. CAPI Committee Recommendation

D. Consideration of Changes to the Neighborhood Development Fund Policy

- a. *Approval of these changes would move the responsibilities of grant review to the CAPI Committee*
- b. *Items E & F are housekeeping items based on that change*
- c. CAPI Committee Recommendation

E. Consideration of Changes to Special Committees

- a. *See Item D.*

F. Consideration of Changes to the Operations Manual

- a. *See Item D.*



MEETING DATE: October 13, 2014

HAMPTON NEIGHBORHOOD COMMISSION AGENDA REVIEW

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Preparer: J. Bryson Reviewer: J. McBride Presenter: A. Callahan

SUBJECT: Consideration of the Nominating Process for Nominated Commissioners

AGENDA ITEM: V. A. (Consent Agenda)

ACTION REQUESTED: Approve the recommendation from the Nominating Committee to submit two nominees for District Commissioners and one for City Representative to City Council for appointment.

Suggested Language for the Motion – “I move that we approve the recommendation from the Nominating Committee to submit 3 nominees to serve as Commissioners to City Council for appointment”

BACKGROUND STATEMENT: The Nominating Committee is tasked with presenting a recommendation for candidates to serve as representatives on the Neighborhood Commission. Applications were accepted for districts 7 and 8.

Candidates were selected based on the qualifications and expectations outlined in the Operations Manual- Chapter 2. After reviewing their applications and interviewing candidates, the Nominating Committee recommends;

<u>Nominee</u>	<u>Sector</u>	<u>Term beginning</u>	<u>Term ending</u>
Sally Lazarchek	District 7	10/31/2014	9/30/17
Johanna Marteney	District 8	10/31/2014	9/30/16
Steve Bond	City Representative	10/31/2014	9/30/18

NEXT STEPS (If Applicable): If approved, the recommendation will be forwarded to Hampton City Council for appointment at the October 22, 2014 meeting.

ADDITIONAL REFERENCE MATERIALS ENCLOSED: Nominee Applications

COMMITTEE RECOMMENDATIONS: The Nominating Committee recommends approval of District 7 & 8 and City Representative Nominees for appointment by Hampton City Council.



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Hampton Neighborhood Commissioner Application

The Hampton Neighborhood Commission (HNC) is made up of community stakeholders appointed by City Council to represent and provide a voice for Hampton Neighborhood interests.

Contact Information: All applicants must live in the City of Hampton, VA

Name: <u>SALLY A. LAZORCHAK</u>		District/Sector of interest: <u>SEVEN</u>			
Address: <u>54 N. WILLARD AVENUE</u>		Email address: <u>sa2/place2@verizon.net</u>			
City/State: <u>HAMPTON, VA</u>		Zip: <u>23663-1739</u>	Phone: <u>722-1982</u>		
Check the areas below in which you have experience: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Community Organizing/ Capacity Building <input checked="" type="checkbox"/> Resource Development & Fundraising <input checked="" type="checkbox"/> Communications/Marketing/Research & Development <input checked="" type="checkbox"/> Community Safety <input checked="" type="checkbox"/> Policy Development <input checked="" type="checkbox"/> Event Planning 					
Other expertise or skills: Commitment and enthusiasm for activities I've agreed to serve					
List relevant (activities/committees/organizations/offices/groups) you are or have been active in: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Partnership for a New Phoebus - Board Member Hampton Zoning Ordinance Committee (ZOAC) - Committee Member Fort Monroe Authority, Planning Advisory Group (PAG) - Committee Member The Woman's Club of Hampton - Treasurer </td> <td style="width: 50%; vertical-align: top;"> Phoebus Events - Committee Member Hampton Crime and Grime - Walk Participant </td> </tr> </table>				Partnership for a New Phoebus - Board Member Hampton Zoning Ordinance Committee (ZOAC) - Committee Member Fort Monroe Authority, Planning Advisory Group (PAG) - Committee Member The Woman's Club of Hampton - Treasurer	Phoebus Events - Committee Member Hampton Crime and Grime - Walk Participant
Partnership for a New Phoebus - Board Member Hampton Zoning Ordinance Committee (ZOAC) - Committee Member Fort Monroe Authority, Planning Advisory Group (PAG) - Committee Member The Woman's Club of Hampton - Treasurer	Phoebus Events - Committee Member Hampton Crime and Grime - Walk Participant				
Why would you like to serve as a Neighborhood Commissioner? Although a "come lately", not a native, I am genuinely interested in the future of Phoebus. I would like to contribute a line of communication between the City of Hampton staff and the residents/businesses of Phoebus resulting in a symbiotic relationship for both.					
Give 3 examples of what characteristics make a good leader: Be an active participant, not just someone who delegates Ability to listen to all sides of a discussion and build consensus as a result Offer creative/simple solutions to complex problems					
Who are the formal/informal leaders and organizations in your district/sector? Jim Turner - Director, Partnership for a New Phoebus Nicole Dennis - Chairman, Phoebus Neighborhood Watch Dennis Hermann - East Hampton Neighborhood Association William Beverley - Principal, Phoebus High School Kirsten Talken-Spaulding - Superintendent, Fort Monroe National Monument Glenn Oder - Executive Director, Fort Monroe Authority Dr. William R. Harvey - President, Hampton University					



Hampton Neighborhood Commissioner Application

The Hampton Neighborhood Commission (HNC) is made up of community stakeholders appointed by City Council to represent and provide a voice for Hampton Neighborhood interests.

Applications Due: August 18, 2014

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Contact Information: All applicants must live in the City of Hampton, VA

Name: Johanna D. Marteney		District/Sector of Interest: District 8	
Address: 421 Colbert Ave.		Email address: johanna.marteney76@gmail.com	
City/State: Hampton, VA		Zip: 23669	Phone: (757)947-8069
Check the areas below in which you have experience: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Community Organizing/ Capacity Building Resource <input checked="" type="checkbox"/> Development & Fundraising <input checked="" type="checkbox"/> Communications/Marketing/Research & Development <input checked="" type="checkbox"/> Community Safety <input checked="" type="checkbox"/> Policy Development <input checked="" type="checkbox"/> Event Planning 			
Other expertise or skills:			
List relevant (activities/committees/organizations/offices/groups) you are or have been active in: <p>Hampton Council PTA, American Red Cross, YMCA, Big Brothers Big Sisters, Pasture Point Neighborhood Association, Back Pack Program for Hampton City School Students</p>			
Why would you like to serve as a Neighborhood Commissioner? <p>To better serve my neighbors and to get a better sense of community. Being on the Pasture Point Neighborhood Association Board as their Secretary, serving as a Neighborhood Commissioner would better serve my role on the Board for my neighborhood and the neighboring communities.</p>			
Give 3 examples of what characteristics make a good leader: <p>Persistence Perseverance Knowledge</p>			
Who are the formal/informal leaders and organizations in your district/sector? <p>Being that I live in Downtown Hampton, the Mayor: George Wallace, Vice Mayor: Linda Curtis Hampton City Council: Donnie Tuck specifically since he attends our Neighborhood meetings City Manager: Mary Bunting, Hampton Council PTA: President Pam Croom Pasture Point Neighborhood Association: President Anthony Moser, Veterans Association, Military Affairs Committee, and many, many more.</p>			

To Hampton Neighborhood Commission,

You have a very important decision to make concerning the interim Neighborhood Commissioner opening. Your work is greatly appreciated, and I know each of you take your responsibility very seriously. As President of the Pasture Point Neighborhood Association, I stay involved with local politics, especially those that directly affects Pasture Point and their families. For this reason, I am writing you to recommend my friend Johanna D. Marteny for the vacant Neighborhood Commissioner position.

I know and work with Johanna on several community projects. She cares deeply for, and is passionate about the future of our community and its families. Johanna has served on several different community boards. During the past two years as the president of the Captain John Smith Elementary Schools Parent Teacher's Association (PTA). She has been recognized for her passion and ability to successfully start and manage projects that improve conditions for the children and the school. Johanna is currently the PTA Membership Chair at the Spratly Gifted Center and holds a position on the city's PTA council. While not a PTA Board member at Smith Elementary PTA, she is mentoring the new PTA Board. She has also volunteers her time to coach for the local YMCA.

As you begin deliberating to determine the right person to fill this position, I highly recommend you consider Johanna D. Marteny. She is a highly qualified candidate and her dedication and attention to detail will serve the Neighborhood Commission and Hampton well. Johanna has the knowledge, leadership skills, and ability to help your Neighborhood Commission focus their efforts on improving our community. Her leadership, knowledge, skills and passion, will ensure Hampton continues to be an outstanding place to live or start new businesses.

Thank you for your consideration,

Anthony J Moser
President,
Pasture Point Neighborhood Association



September 26, 2014

Hampton Neighborhood Commission
c/o Neighborhood Services – Community Development Department
22 Lincoln Street
Hampton, Virginia 23669

Subject: Letter of Reference for Johanna Marteney

Hampton Neighborhood Commission,

I am pleased to write this letter in support of Johanna Marteney serving as the Neighborhood Commissioner for District 8. I have known Johanna for the past 3 years through her service on PTA and know that she would be an incredible asset to the Hampton Neighborhood Commission.

I first met Johanna when she was serving as PTA President at Captain John Smith Elementary School. Johanna works closely with administration, community, and parents to understand and best serve the needs of the school community.

After knowing Johanna from her work at Smith, we approached her to work on the Hampton Council of PTAs as our Member At Large. In this role, she assists the Executive Committee with management of citywide initiatives, attend committee meetings, part of the decision making body on important decisions having an effect on schools and students, and assist with local unit training. Johanna has performed this role very well, and went beyond, volunteering to coordinate our student programs. These events take a considerable amount of organization, communication and connections.

Johanna is an effective leader in PTA. She is able to communicate on many levels — not only in person and on the phone but also through e-mails, websites, Facebook, flyers and any other means possible. When communicating she has to deal with basic delivery of general information but also very sensitive issues when certain requirements aren't met or personality clashes occur. Besides requiring outstanding communication skills in her role, Johanna must be very well organized and dependable. She has exhibited all these skills in her role as President and Member at Large.

I highly recommend Johanna Marteney to serve as a District Commissioner. Please feel free to contact me if you do have questions or need any more information.

Sincerely,

A handwritten signature in dark ink, appearing to read "Pamela B. Croom".

Pamela B. Croom
Council President



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MEETING DATE: October 13, 2014

HAMPTON NEIGHBORHOOD COMMISSION AGENDA REVIEW

Prepared By: J. Bryson Reviewed By: J. McBride Presenter: A. Callahan

SUBJECT: Consideration of the Neighborhood Commissioner Reappointments

AGENDA ITEM: V. B **(Consent Agenda)**

ACTION REQUESTED: Approval of the Nominating Committee recommendation regarding the reappointments of Institutional and At-Large Representative

Suggested Language for the Motion – "I move that we approve the recommendation for reappointments of Neighborhood Commissioners for Institutional and At-Large Representation."

BACKGROUND STATEMENT: The Nominating Committee is tasked with presenting a recommendation for candidates to serve as representatives on the Neighborhood Commission. Applications were accepted for districts 7 and 8.

Candidates were selected based on the qualifications and expectations outlined in the Operations Manual- Chapter 2. After reviewing their applications and interviewing candidates, the Nominating Committee recommends;

<u>Nominee</u>	<u>Sector</u>	<u>Term beginning</u>	<u>Term ending</u>
Tony Reyes	City	10/31/2014	9/30/18
Ann Bane	Schools	10/31/2014	9/30/18
Peggy Todd	At-Large	10/31/2014	9/30/16

NEXT STEPS (If Applicable): Consideration by City Council for Appointment

ADDITIONAL REFERENCE MATERIALS ENCLOSED: None

COMMITTEE RECOMMENDATIONS: Nominating Committee recommends approval.



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MEETING DATE: October 13, 2014

HAMPTON NEIGHBORHOOD COMMISSION AGENDA REVIEW

Prepared By: <u>J. Bryson</u> Reviewed By: <u>J. McBride</u> Presenter: <u>P. Todd</u>
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SUBJECT: Consideration of the Neighborhood of the Year Award Program

AGENDA ITEM: V. C. (Consent Agenda)

ACTION REQUESTED: Approval of the recommendation regarding the launching of the Neighborhood of the Year Award Program

Suggested Language for the Motion – “I move that we approve the recommendation for the Neighborhood of the Year Award Program.”

BACKGROUND STATEMENT: The CAPI Committee, in an effort to honor the positive actions and partnerships in our neighborhoods, agreed to establish an Annual Neighborhood Award Program to celebrate the work of those groups and organizations through the You Make a Difference Event. The Program recognizes Neighborhood Organizations, Leads and Projects.

NEXT STEPS (If Applicable): Send to Civic Communications for promotional support

ADDITIONAL REFERENCE MATERIALS ENCLOSED: Neighborhood Award Policy & Nomination Form

COMMITTEE RECOMMENDATIONS: CAPI Committee recommends approval of the Neighborhood of the Year Award Program



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Hampton Neighborhood Commission Neighborhood Award Program

Nomination Form



Hampton Neighborhood Commission

Hampton Neighborhood Award Program Nomination Form

Date Submitted: ____/____/____

Contact Information

Please indicate a contact person and/or the organization who is submitting the nomination. The contact person should be able to answer specific questions regarding the application and nominee.

Name of Applicant / Organization: _____

President/Executive Director: _____

Contact Person: _____

Street Address: _____

City _____ State _____ Zip _____

Telephone: _____ Day _____ Evening _____ Fax: _____

Please indicate the appropriate category in which your nomination applies (one per form):

☐ (Insert Sponsor Name) **Neighborhood of the Year:** (Name) _____

☐ **Mary Johnson Neighborhood Leadership Award:** (Name) _____

☐ **Dr. Michael Canty Neighborhood Project of the Year Award:**

Location: _____

Name of
Project: _____

Date(s): _____

Nominee Summary

Tell us why the nominee was chosen (one or two sentences).

Supporting Information/Description:

Provide background information that describes the activity/nominee and why they are being nominated. Please limit your answer to no more than 750 words.

Additional sheets and supporting documents may be submitted with the form [i.e. letters of support, project photos, project maps event fliers, newsletters, presentations...].

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Submission Information:

Applications are to be received by 4:30pm on Jan 9, 2015 by hand-delivering, mailing, faxing or emailing to the Community Development Department, 22 Lincoln Street, Hampton, Virginia 23669. All applications will be reviewed by the Community Appearance, Pride and Image Committee of the Neighborhood Commission. To ensure timely processing of your application please ensure to adhere to this date.



Hampton Neighborhood Commission

Hampton Neighborhood Awards

Program Policy & Procedures

I. Award Overview

The City of Hampton's Neighborhood Commission is proud to continue the tradition of providing leadership, guidance and support to the Hampton Neighborhood Initiative to create healthy neighborhoods. The Hampton Neighborhood Awards provides an excellent opportunity for Hampton residents to celebrate the hard work and dedication of their neighbors in forming partnerships that contribute to the vitality and health of Hampton's neighborhoods.

This year, the City of Hampton's Neighborhood Commission "You Make a Difference" Recognition Program will honor one award for each of the following categories:

- (Insert Sponsor Name) **Neighborhood of the Year**
- **Mary Johnson Award for Neighborhood Leadership**
- **Dr. Michael Canty Award for Neighborhood Project of the Year**

II. Eligibility & Review Criteria

A. Neighborhood of the Year Award

The neighborhood of the year award recognizes the efforts of residents to make a significant impact in the quality of life of their neighborhood.

Nominees represent the most engaged, active, and passionate neighborhoods in the community. They have set and made progress towards community goals that improve either the physical or social environment in the neighborhood.

The efforts of the neighborhood should reflect the guiding principles of the Hampton Neighborhood Initiative:

- **Inclusiveness:** Encourages and fosters opportunities for all neighborhood residents to have a meaningful role
- **Communication & Support:** Provides or developed methods of communicating within their neighborhood and with community partners
- **Bias for Action:** The organization is focused on taking an active role in the community that sees tasks through to completion
- **Commitment:** Concerned with the long term health of the community beyond the immediate issues and concerns
- **Build on Strengths (Asset Focus):** Considers how strengths of the community can be promoted and expanded by developing resources rather than fixing problems
- **Continuous Improvement:** Evaluation, succession planning, and capacity building are values demonstrated by the organizations over time

Eligible organizations must be a current Registered Neighborhood Serving Organization with the Neighborhood Commission.

B. Mary B. Johnson Award for Neighborhood Leadership

Mary B. Johnson (12/25/1915 - 07/13/11) was a foundational leader in the Newtown neighborhood for over 40 years. Her work as an educator, a principal, and community volunteer exemplified her belief in service learning, education equality, and citizenship. As a community leader she embodied many of the ideals that make Hampton's neighborhoods great – everyone has value and everyone makes a difference.

This award is open to any citizen of Hampton that has demonstrated the key qualities of a good neighborhood leader. These qualities include, but are not limited to:

- an inclusive approach,
- asset-based focus,
- a partnership builder, and
- a care and commitment for their community.

The leadership and advocacy of the individual's effort must have been performed in a volunteer capacity. The work of the individual must have address social, civic, and/or cultural aspects of a Hampton neighborhood during the past year.

C. Dr. Michael J. Canty Award for Project of the Year:

Dr. Michael Canty (07/30/1959 – 10/06/2010) worked as a tireless advocate for community partnerships between local government, non-profit agencies, school systems, faith based organizations, and community groups. His partnership work with the City of Hampton exemplified his belief in that organizations must work together differently, for the greater good of the community, if they are to create lasting change in the community. His advocacy work for out-of-school time, youth development opportunities, and community resource development demonstrated that a few passionate people, sharing their unique strengths together, can make a big difference.

Eligible projects are those that:

- have made a significant impact on one or more neighborhood(s),
- develop effective partnerships within the community,
- brings neighbors together to make physical improvements and/or to build a better sense of community and belonging among residents, and
- overall, create a healthier neighborhood.

The project may be focused on the social, civic and/or cultural aspects of a neighborhood and must have been completed within the last calendar year.

III. Nomination Submission

- A. Please submit the following information to apply for an award:
- a. completed nomination form

- b. Any supporting documents (i.e. letters of support, project photos, project maps event fliers, newsletters, presentations...)
- B. Nominators are encouraged to work with their respective Neighborhood Commissioners to complete the Nomination Form.
- C. All nomination forms must be received no later than 4:30 p.m. on the date set by the Community Appearance Pride and Image Committee. Forms can be hand delivered, mailed, faxed or e-mailed to:
Address: Community Development Department
22 Lincoln Street
Hampton, Virginia 23669
- D. Forms will initially be reviewed by staff and sent to the respective Neighborhood Commissioner to request any additional information.
- E. Completed forms will be reviewed by the Community Appearance Pride & Image Committee based on the described criteria.
- F. All nominees will be invited to attend the "Hampton You Make A Difference" event where awards will be present to the selected nominee.

IV. Nomination Requirements

Nominations will be reviewed by Housing & Neighborhood Services Staff and the Neighborhood Commission to ensure the following information is provided:

- A. A description of the worthy project, organization or individual.
- B. A description of the goals and if the goals were met.
- C. A brief summary of how other assisted (please provide examples). A brief summary of new or revived partnerships.
- D. An explanation of why the project/individual should win the award.
- E. A summary of how the project or individual sustained or made the community better.
- F. Any documents that support the nomination.

MEETING DATE: October 13, 2014

HAMPTON NEIGHBORHOOD COMMISSION AGENDA REVIEW



Preparer: J. Bryson Reviewer: J. McBride Presenter: J. McBride

SUBJECT: Consideration of Revisions to the Neighborhood Development Fund Grant Policies and Procedures (Vote)

AGENDA ITEM: V. D. (Consent Agenda)

ACTION REQUESTED: Approval of the Community Appearance Pride & Image (CAPI) Committee recommendation regarding the Revisions to the Neighborhood Development Fund Grant Policy and Procedures (Vote)

Suggested Language for the Motion – "I move we approve the revisions to the Neighborhood Development Fund Grant Policies and Procedures."

BACKGROUND STATEMENT: Following the recent grant campaign and in an effort to streamline the work of the Commission, the CAPI Committee recommends that changes be made to the Neighborhood Development Grant program by assigning approval and review of grants to CAPI and dissolve the Grant Review Committee.

The recommended changes have been reviewed and supported by the CAPI and Executive Committees.

ADDITIONAL REFERENCE MATERIALS ENCLOSED:

COMMITTEE RECOMMENDATION: The CAPI Committee recommends approval of the revised policies and procedures.

Neighborhood Development Fund

General Grant Policies

I. Neighborhood Development Fund Program Overview

Since 1995, the Neighborhood Development Fund (NDF) Program has been available as a component of the Hampton Neighborhood Initiative to promote strong partnerships and the healthy development of our neighborhoods. Projects are identified and developed by various neighborhood-based organizations throughout the city. Currently, the Neighborhood Development Fund Program offers funding for projects in neighborhoods which involve physical improvements to public property. The programs utilize existing local programs and resources to leverage the participation of other public, private, and non-profit organizations. Consequently, applicants are encouraged to develop proposals which maximize available resources and strengthen partnerships.

The City has reserved funds for neighborhood-based projects under the grant program. These funds are made available through a process whereby neighborhood-based and neighborhood-serving organizations submit project proposals for consideration by the Neighborhood Commission.

The Neighborhood Commission may set annual initiative funding priorities. These priorities would not be used to exclude projects, but to provide leadership around funding decisions to achieve strategic objectives. The NDF Program Policies must be reviewed and approved by the entire Neighborhood Commission

II. Definitions

A. Hampton Neighborhood Initiative

The Hampton Neighborhood Initiative is a partnership of neighborhood organizations, the Neighborhood Commission, the City of Hampton, area businesses and non-profits that is dedicated to improving the quality of life in Hampton's neighborhoods. Any neighborhood can participate in the Hampton Neighborhood Initiative; the basic criterion for participation is that the neighborhood be inclusive. In other words, a participating neighborhood organization must demonstrate that it has given all neighborhood members the opportunity to participate. The vision of the Hampton Neighborhood Initiative is a city where individuals and families, by creating healthy neighborhoods, have the opportunity to succeed in realizing their full potential for a better quality of life.

B. Neighborhood Organization

A neighborhood organization is defined as an inclusive group of neighborhood stakeholders who work to make their local neighborhood or community better. Neighborhoods have both geographic (place-oriented) and social (people-oriented) components.

C. Registered Neighborhood Organization Program

Registered Neighborhood Organization program is a pledge to participate and be a partner in the Hampton Neighborhood Initiative. In order to register, the neighborhood organization must meet certain criteria regarding their boundaries, organizational purpose and structure, and inclusiveness and outreach. The Registered Neighborhood Organization Program is managed by the Capacity Committee of the Neighborhood Commission and approved by the full body of the Neighborhood Commission.

D. Planning Process

Projects supported with Neighborhood Development Funds must be one of the neighborhood's highest priorities as determined through inclusive and collaborative planning processes. Input

should be sought from all citizens, businesses, organizations and agencies that will be affected by the project. The more extensive proposed projects will require a more extensive planning process.

E. Public Property

For the purposes of the Neighborhood Development Fund Program, public property is defined as property owned by a public entity (i.e., City of Hampton, Hampton Redevelopment and Housing Authority) or community-owned property, including common areas, that is accessible and safe to the general public and has a public benefit. The applicant is required to submit a legal document (deed/plat) to demonstrate that the property is public according to this definition.

III. Neighborhood Improvement Fund Grant Policies

A. Purpose of the Funds

The purpose of the Neighborhood Improvement Fund Program is to support the work of neighborhood groups to implement collaborative efforts to improve the quality of life in their neighborhoods. Funds are reserved for strategic neighborhood priorities as identified through an inclusive neighborhood planning process.

B. Eligible Applicants

Eligible applicants are neighborhood organizations, as previously defined, located in or serving neighborhoods within the City of Hampton.

C. Eligible Projects

Grant funds are available to support collaborative projects that involve physical improvements on *public property* (See *Public Property Definition in section II.E*). Projects funded must be consistent with the Hampton Neighborhood Initiative and benefit an entire neighborhood or community located within Hampton. Funds are reserved for strategic neighborhood priorities as identified through an inclusive planning process. Grant funds cannot be used for routine maintenance and upkeep of facilities, but improvements and upgrades to existing facilities is eligible.

Projects will be assessed to ensure that they:

- Are consistent with the goals and principles of the Hampton Neighborhood Initiative;
- Benefit an entire neighborhood or community located in the city of Hampton; and,
- Represent one of the neighborhood's highest priorities as identified through an inclusive planning process.

Examples of eligible projects include:

Neighborhood Entryway Improvements – Projects that provide a clear sense of place and community pride such as beautification projects, decorative signage, landscaping, lighting, etc.

Safety and Prevention – Projects that enhance the sense of safety of residents such as street lighting improvements, traffic calming measures, crosswalk improvements, etc.

Community Enhancements – Projects that improve aesthetic quality and increase opportunities for community building, i.e., neighborhood parks, playgrounds, walking/biking trails, community gardens, etc.

Recreational, Educational & Cultural Initiatives – Projects may include outdoor or recreational improvements, school park improvements or public art projects.

Beautification, Minor Neighborhood Improvement – Projects that quickly and easily improve the physical appearance of the neighborhood from landscaping, banners, signage, plantings, seating areas, park enhancements, or common area improvements.

D. Eligible Funding

Neighborhood Organizations may apply for a maximum of \$100,000 in grant funds. All other funding levels will be established and defined in the Neighborhood Development Fund Procedures.

i. Open Project Limit

Organizations may only have one active individual grant project approved and open at any time. The only exception to the project limit is when an organization is involved in a collaborative project. An organization can have one individual project and one collaborative project approved and open at a time.

ii. Collaborative Projects

Organizations participating in collaborative projects may apply for a separate grant that is of a collaborative nature. Collaborative projects involve more than one neighborhood organization and must address common priorities between both organizations. Project leaders of both organizations must be identified in the application. The maximum amount for a collaborative project is \$100,000 total and must follow all practices and procedures of the **Community Appearance Pride & Image Committee** and the Neighborhood Commission.

iii. Pre-Approval Funding

While project planning and inquiry can and should take place before the project is approved, any purchases, site-work, or project implementation cannot be funded until after the project is approved by all of the required bodies including the **Community Appearance Pride & Image Committee**, the Executive Committee, and/or the Neighborhood Commission. Any costs incurred prior to approval cannot be funded by grant funds. These costs are a responsibility of the organization or authorized individual.

E. Matching Requirements

Approved applicant organizations must provide at least 10% in matching resources for each dollar the Commission invests in a project.

- i. The grant match provided must have a direct relationship to the project being undertaken.
- ii. Eligible forms of match include: cash contributions, land donations, donated/volunteer labor, and reductions in cost or donated materials or services.
- iii. Donated or volunteer labor shall be valued at the rate published by the Independent Sector (<http://www.independentsector.org>) for the previous calendar year. The rate shall be adjusted as new rates are published.
- iv. Donated professional services, such as architectural, engineering, construction, etc., will be valued at the full cost of the service provided. Professional services are services a person provides for paid employment that are then offered at a reduced rate; the difference between what the professional normally charges and what they charge the neighborhood may be counted as matching funds. These services must have a direct contribution to the project in order to be counted as match.
- v. Documented match activities (as described in III.E.iv), that are related directly to the planning, outreach, and development of the project prior to the approval of the grant application, may also be used towards the project's match requirement.
- vi. Match obtained in excess of the requirement may not be "banked" for use on future projects.

F. Additional Funding

Organizations may request up to ten percent (10%) above the previously approved grant amount to cover cost over-runs. Written justification for additional funding will be reviewed by the **Community Appearance Pride & Image Committee**. Requests due to circumstances beyond the control of the neighborhood, such as permitting impacts, contractor overruns, and issues with the availability of materials, will be more likely to receive approval than requests due to a lack of planning or insufficient budget amounts. Requests for additional funds greater than ten percent (10%) of the approved grant must be approved by the Neighborhood Commission.

IV. Community Action Project (CAP) Grant Policies

A. Purpose of the Funds

Community Action Project Grants are intended to stimulate grassroots community efforts and encourage groups to come together to make Hampton's neighborhoods better. The goals of the CAP Grant Program are to improve communication and partnerships within a community, involve new members in the community in activities, and enhance the quality of life of Hampton's neighborhoods.

B. Eligible Applicants

Community Action Project (CAP) Grants are available to neighborhood organizations for short-term collaborative projects that strengthen the social networks in their communities while creatively addressing their most important concerns. Community organizations may apply for CAP grant funds if they establish an active partnership with a related neighborhood and/or civic organization.

C. Eligible Projects

Community Action Project (CAP) Grants may be used for a wide range of activities. Projects should bring people together to make their neighborhoods a better place to live by using the skills and interests of those who live, work, play, and or do business in the neighborhood. Groups are encouraged to think creatively about what will work in their communities and whom they might partner with to accomplish their work.

Examples of eligible projects include:

Public Safety - Projects that increase the feeling of safety in the neighborhood such as fire safety education, disaster preparedness programs, and neighborhood watch outreach, etc.

Organizational Development – Projects that improve the workings of existing neighborhood organizations such as board training and development, membership recruitment, and outreach tools (brochures, newsletters, resident directories).

Recreational, Educational & Cultural Initiatives – Projects may include inter-generational tutoring programs, senior citizen educational programs, neighborhood music or arts events and some outdoor or recreational activities.

Beautification, Minor Neighborhood Improvement – Projects that quickly and easily improve the physical appearance of the neighborhood

D. Grant Review Criteria

Projects will be assessed to see that they:

- Contribute to the capacity and/or sense of community in a neighborhood;
- Are consistent with the goals and principles of Hampton Neighborhood Initiative;

- Benefit a neighborhood or community located in the city of Hampton;
- Are tied to goals set by the neighborhood organization and tangibly contribute to those goals;
- Build partnerships to reduce the dependency on CAP grant funds over time; and,
- Do not substitute CAP funds for activities the neighborhood has funded in the past.

E. Eligible Funding

- Maximum Funds:** A maximum of \$2000 in Community Action Project (CAP) grant funds may be invested in each project or event.
- Open Grant Limit:** Organizations may only have one active CAP project at any time.
- Annual Limit:** CAP grant requests are limited to one per year per organization.
- Budget Limits:** The Neighborhood Commission shall have the right to limit the amount of the grant funds, especially those used to purchase food, beverages, and individual costs of activities where necessary.
- Annual Funding Limits:** Funding decisions are also based on available funding in the current fiscal year (Between July 1 and June 30).
- Funding Restrictions:** Grant funds cannot be used to purchase:
 - alcoholic beverages,
 - give-a-ways / prizes, or
 - to pay for activities directly related to fundraising.

F. Matching Requirements

Organizations receiving CAP Grants funds are required to provide equally matching resources for each dollar of CAP Grant funds invested in a project, i.e. 100% of grant funds. For example, if the Commission provides a \$2000 grant, the applicant must provide at least \$2000 in equally valued matching resources. The match provided must have a direct relationship to the project being undertaken.

G. Annual Event Reduction

Neighborhood projects and events that are similar in scope and/or purpose from activities previously funded by the Neighborhood Commission, must demonstrate at least a 50% reduction in the amount requested from previous years.

H. Additional Funding

Neighborhoods may request up to twenty percent (20%) above the previously approved grant amount. Written justification for additional funding will be reviewed by the **Community Appearance Pride & Image Committee**. Requests due to circumstances beyond the control of the neighborhood will be more likely to receive approval than requests due to a lack of planning or insufficient budget amounts. Requests for additional funds greater than twenty percent (20%) of the approved grant must be approved by the Neighborhood Commission.

Neighborhood Development Fund Program Grant Procedures

I. Neighborhood Commission **Community Appearance Pride & Image Committee**

The **Community Appearance Pride & Image Committee** of the Hampton Neighborhood Commission will serve as the administrative body for Neighborhood Commission Funds in the receipt and the processing of applications in accordance with the policies adopted by the Neighborhood Commission. The **Community Appearance Pride & Image Committee**, in keeping with the adopted standard operating procedures of the Commission and the Committee, will establish grant application procedures and processes.

The Committee reserves the right to adapt their review process to meet the needs and fulfill the goals of the Commission. Any committee procedural changes require only the approval of the Executive Committee of the Neighborhood Commission. Applicants have the right to appeal any concerns with the process, committee decisions, or the committee's policies in writing to the Executive Committee.

A. **Community Appearance Pride & Image Committee**

For the purpose of reviewing grant application requests, the **Community Appearance Pride & Image Committee** will be responsible for reviewing grant application packets, meeting with applicants, and either approving, denying or providing recommendations to the Neighborhood Commission. For the purposes of grant application review, at least 5 members of the Neighborhood Commission will constitute a quorum.

II. Neighborhood Improvement Fund Application Review Process

A. **Application Due Dates**

Due dates for the submission of grant applications will be set at the discretion of the **Community Appearance Pride & Image Committee** and can be obtained from the Community Development Department or the Chair of **the Community Appearance Pride & Image Committee**. Application Review meetings are held at least quarterly throughout the year. Applications will not be reviewed from June through August due to funding availability. Organizations should plan accordingly by submitting applications no later than May 1.

B. **Application Packet Submission**

Grant applicants must submit a Grant Application Packet prior to or on the due date prior to the project. Application forms and application descriptions can be obtained from the Community Development Department or the **Community Appearance Pride & Image Committee**. Complete application packets may include but are not limited to:

- Contact Information
- Project Overview
- Budgeted Costs, Projected Match Activities
- Organizational & Outreach Documentation
- Project Renderings / Site plans / Committee work

Upon receipt and review by staff, all grant applicants will receive an Application Response letter. This letter will either confirm the scheduled grant review date for completed applications, outline the areas of the application that must be completed, or suggest recommendations of additional information that would be helpful for Committee consideration.

Applicants with incomplete applications will have until the following grant deadline to submit any required documentation. If the information is not submitted, then the application will be considered withdrawn and the applicant will be required to resubmit their completed grant request. Application resubmission will be reviewed and considered at the following **Community Appearance Pride & Image Committee** meeting.

C. Commissioner & Staff Review

- i. After all Grant Application Packets are submitted, related Community Development staff will:
 - Review the packet for completeness
 - Request any additional information from the organization
- ii. The Community Development staff will then forward the updated application, including their review form to the related Neighborhood District and/or Institutional Commissioner. For districts without representation by an active Commissioner, the Chairperson, or their Commission designee, will review the project. The related Commissioner will then:
 - Review the application to ensure it abides by the guiding principles and policies of the Neighborhood Commission
 - Contact the organization with any questions or requests for additional information
 - Connect the organization to other groups doing similar projects
 - Return the updated application to the assigned staff member for Committee Review
 - Attend the **Community Appearance Pride & Image Committee** meeting to provide background information and community perspective on the submitted application.

D. Application Review

Once the application is reviewed by the related staff & Commissioner, the final application is submitted to the Committee. The committee may choose to meet with the applicant at least once to discuss the project and request the applicant answer any concerns over the planning, scope, or nature of the project. At least one meeting with the **Community Appearance Pride & Image Committee** will be required as described in the review process in Section II.E if the funding level requested is above \$20,000. In addition, the **Community Appearance Pride & Image Committee** may also be able to assist the applicant in identifying challenges that may be faced in the implementation of the project, connecting their organizations to others that are doing similar projects, and identifying other possible resources.

Applicants should be prepared to:

- Provide an brief overview of the project including budgeted activities and match obligation;
- Identify general goals of the project and how they will meet the needs of the neighborhood;
- Describe the outreach and communication activities with the project and appropriate scope of outreach

During the review process, the **Community Appearance Pride & Image Committee** will:

- Reach agreements with the applicant regarding the scope of the project;
- Attempt to identify other resources which may complement the grant funding; &
- Make recommendations for changes in the match fulfillment and project implementation.

Based on the information provided in the discussion, additional meetings with the applicant may be requested at the discretion of the **Community Appearance Pride & Image Committee** or the applicant.

E. Approval Process

Requirements for project approval are based on the level of funding requested in the project proposal. Three levels of review exist as described in the table below:

Project Level	Funding Threshold	Review Requirements
Major	\$100,000	<ol style="list-style-type: none">1. Application Submission2. Application Review Meeting(s) [Community Appearance Pride & Image Committee & Applicant]3. Neighborhood Commission Review
Middle	\$50,000	<ol style="list-style-type: none">1. Application Submission2. Application Review Meeting(s) [Community Appearance Pride & Image Committee & Applicant]
Small	\$20,000	<ol style="list-style-type: none">1. Application Submission2. Application Review [Community Appearance Pride & Image Committee]

i. Small Level Projects

- a. The Community Appearance Pride & Image Committee will make primary funding decisions regarding the Small Level Grant Applications.
- b. The maximum funding allowed for review as a Small Level project is \$20,000.
- c. The applicant is not required to meet with the committee for approval of Small Level projects.
- d. The applicant or the committee may request a meeting or additional meetings to discuss the application in further detail or to provide supplemental or qualitative information on the project.

ii. Mid-Level Projects

- a. The Community Appearance Pride & Image Committee will make primary funding decisions regarding the Mid-Level Grant Applications.
- b. The maximum funding allowed for review as a Mid-Level project is \$50,000.
- c. The applicant is required to meet with the Committee for approval of Mid-Level projects.
- d. The applicant or the Committee may request additional meetings to discuss the application in further detail or to provide supplemental or qualitative information on the project.

iii. Major Level Projects

- a. The Community Appearance Pride & Image Committee will make funding recommendations regarding the Major-Level Grant Applications to be forwarded to the entire body of the Neighborhood Commission for final consideration to approve, deny, or defer.
- b. The maximum funding allowed for review as a Major Level project is \$100,000.

- c. The applicant is required to meet with the Committee and the full body of the Neighborhood Commission for approval of Major-Level projects. Applicants must be prepared to give an overview of the project and answer any questions about the project before the entire Commission.
- d. The applicant, the Committee, or the Neighborhood Commission may request additional meetings to discuss the application in further detail or to provide supplemental or qualitative information on the project.

iv. For all application reviews:

- a. The **Community Appearance Pride & Image Committee**, at their discretion, may endeavor to broker other resources to support projects that are denied approval or deemed inappropriate for this source of funds.
- b. Applicants may request a review by the full Neighborhood Commission if the **Community Appearance Pride & Image Committee** denies their application.

E. Post-Approval Documentation Requirements

i. Written Agreement

Upon approval of an application, organizations will be required to enter into a written agreement with the Neighborhood Commission. This legally binding agreement will specify funding amounts and program requirements. Recipients will be required to conform to applicable Federal, State, and local laws, policies and procedures.

ii. Maintenance Agreement

Before any improvements are installed, the organization must also enter into a maintenance agreement with the Neighborhood Commission. This legally binding agreement will specify the expectations between the organization and City Departments for maintaining the improvements to the community, the replacement expectations, and understanding of removal, abatement, or remedy if the improvement is not maintained.

iii. Status Reports to the Commission

Recipients must provide regular reports concerning the status of project activities upon request of the **Community Appearance Pride & Image Committee** or Executive Committee of the Neighborhood Commission.

iv. Match Documentation

Prior to completion of the project, applicants must document fulfillment of their matching requirements. Projects will be considered open until the match requirement documents are submitted and approved.

v. Final Reporting

When the project is completed, the **Community Appearance Pride & Image Committee** requests that applicants submit a final written report that includes, but is not limited to, the following information:

- Accomplishments (as described in the application);
- A brief narrative assessment of what worked, what didn't work, what they would do differently next time, and any other feedback on the process in regards to project planning, approval and implementation; and
- If possible copies of photos, media coverage, fliers, and newsletters highlighting the project and the project participants.

vi. Close-out Documents

All documents are required to close out the grant. If a grant is not closed out, current projects cannot proceed or subsequent grants cannot not be approved until the documents are submitted.

III. Community Action Project Application Review Process

A. Application Due Dates

Due dates for the submission of grant applications will be set at the discretion of the **Community Appearance Pride & Image Committee** and can be obtained from the Community Development Department or the Chair of the **Community Appearance Pride & Image Committee**. Application Review meetings are held at least quarterly throughout the year. Applications will not be reviewed from June through August due to funding availability. Organizations should plan accordingly for projects that occur during these months by submitting applications no later than May 1.

B. Application Packet Submission

Grant applicants must submit a Grant Application Packet prior to or on the due date prior to the project. Application forms and application descriptions can be obtained from the Community Development Department or the **Community Appearance Pride & Image Committee**. Complete application packets may include but are not limited to:

- Contact Information
- Project Overview
- Budgeted Costs, Planned Match Activities
- Organizational & Outreach Documentation

Upon receipt and review by staff, all grant applicants will receive an Application Response letter. This letter will either confirm the scheduled grant review date for completed applications, outline the areas of the application that must be completed, or suggest recommendations of additional information that would be helpful for Committee consideration.

Applicants with incomplete applications will have until the following grant deadline to submit any required documentation. If the information is not submitted, then the application will be consider withdrawn and the applicant will be required to resubmit their completed grant request. Application resubmission will be reviewed and considered at the following **Community Appearance Pride & Image Committee meeting**.

C. Commissioner & Staff Review

- i. After all grant application items are submitted, the related Community Development staff will:
 1. Review the packet for completeness
 2. Request any additional information from the organization
- ii. The Community Development staff will then forward the updated application, including their review form to the related Neighborhood District and/or Institutional Commissioner. For districts without representation by an active Commissioner, the Chairperson will assign a **Community Appearance Pride & Image Committee** Commissioner to review the project.
- iii. The related Commissioner will then:
 1. Review the application to ensure it abides by the guiding principles and policies of the Neighborhood Commission
 2. Contact the organization with any questions or requests for additional information

3. Connect the organization to other groups doing similar projects
4. Return the updated application to the assigned staff member for Committee Review
5. Attend the **Community Appearance Pride & Image Committee** meeting to provide background information and community perspective on the submitted application.

D. Application Review

Once the application is reviewed by the related staff & Commissioner, the final application is submitted to the Committee. The committee may choose to meet with the applicant at least once to discuss the project and request the applicant answer any concerns over the planning, scope, or nature of the project.

At least one meeting with the **Community Appearance Pride & Image Committee** will be required as described in the review process in Section III.E if the funding level requested is above \$1,000. In addition, the **Community Appearance Pride & Image Committee** may also be able to assist the applicant in identifying challenges that may be faced in the implementation of the project, connecting their organizations to others that are doing similar projects, and identifying other possible resources.

Applicants should be prepared to:

- Provide a brief overview of the project including budgeted activities and match obligation;
- Identify general goals of the project and how they will meet the needs of the neighborhood;
- Describe the outreach and communication activities with the project

During the review process, the **Community Appearance Pride & Image Committee** will:

- Reach agreements with the applicant regarding the scope of the project;
- Attempt to identify other resources which may complement the grant funding; &
- Make recommendations for changes in the match fulfillment and project implementation.

Based on the information provided in the discussion, additional meetings with the applicant may be requested at the discretion of the **Community Appearance Pride & Image Committee** or the applicant.

E. Approval Process

Requirements for project approval are based on the level of funding requested in the project proposal. Two levels of review exist as described in the table below:

Project Level	Funding Threshold	Review Requirements
Large	\$2,000	<ol style="list-style-type: none"> 1. Application Submission 2. Application Review Meeting(s) [Review Committee & Applicant]
Small	\$1000	<ol style="list-style-type: none"> 1. Application Submission 2. Application Review [Review Committee]

i. Small Level Projects

- a. The **Community Appearance Pride & Image Committee** will make primary funding decisions regarding the Small Level Grant Applications.
- b. The maximum funding allowed for review as a Small Level project is \$1000.
- c. The applicant is not required to meet with the committee for approval of Small Level projects.
- d. The applicant or the committee may request a meeting or additional meetings to discuss the application in further detail or to provide supplemental or qualitative information on the project.

ii. Large Level Projects

- a. The **Community Appearance Pride & Image Committee** will make primary funding decisions regarding the Large Level Grant Applications.
- b. The maximum funding allowed for review as a Large Level project is \$2,000.
- c. The applicant is required to meet with the Committee for approval of Large Level projects.
- d. The applicant or the Committee may request additional meetings to discuss the application in further detail or to provide supplemental or qualitative information on the project.

iii. For all application reviews:

- a. The **Community Appearance Pride & Image Committee**, at their discretion, may endeavor to broker other resources to support projects that are denied approval or deemed inappropriate for this source of funds.
- b. Applicants may request a review by the full Neighborhood Commission if the **Community Appearance Pride & Image Committee** denies their application.

F. Post-Approval Documentation Requirements

i. Written Agreement

Upon approval of an application, organizations will be required to enter into a written agreement with the Neighborhood Commission. This legally binding agreement will specify funding amounts and program requirements. Recipients will be required to conform to applicable Federal, State, and local laws, policies and procedures.

ii. Status Reports to the Commission

Recipients must provide regular reports concerning the status of project activities upon request of the **Community Appearance Pride & Image Committee** or Executive Committee of the Neighborhood Commission.

iii. Match Documentation

Prior to completion of the project, applicants must document fulfillment of their matching requirements. Projects will be considered open until the match requirement documents are submitted and approved.

iv. Final Reporting

When the project is completed, the **Community Appearance Pride & Image Committee** requests that applicants submit a final written report that includes, but is not limited to, the following information:

- Accomplishments (as described in the application);
- A brief narrative assessment of what worked, what didn't work, what they would do differently next time, and any other feedback on the process in regards to project planning, approval and implementation; and

- If possible copies of photos, media coverage, fliers, and newsletters highlighting the project and the project participants.

vi. Close-out Documents

All documents are required to close out the grant. If a grant is not closed out, current projects cannot proceed or subsequent grants cannot not be approved until the documents are submitted.

MEETING DATE: October 13, 2014

HAMPTON NEIGHBORHOOD COMMISSION AGENDA REVIEW



People. Partnerships. Possibilities!

Preparer: <u>J. Bryson</u> Reviewer: <u>J. McBride</u> Presenter: <u>J. McBride</u>

SUBJECT: Consideration of Revisions to Special Committee (Vote)

AGENDA ITEM: V. E. (Consent Agenda)

ACTION REQUESTED: Approval of the Community Appearance Pride & Image (CAPI) Committee recommendation regarding the Revisions Special Committees (Vote)

Suggested Language for the Motion – “I move we approve the revisions to Special Committees.”

BACKGROUND STATEMENT: : Following the recent grant campaign and in an effort to streamline the work of the Commission, the CAPI Committee recommends that changes be made to the Neighborhood Development Grant program by assigning approval and review of grants to CAPI and dissolve the Grant Review Committee.

The recommended changes have been reviewed and supported by the CAPI and Executive Committees.

ADDITIONAL REFERENCE MATERIALS ENCLOSED:

COMMITTEE RECOMMENDATION: The CAPI Committees recommend approval of the revised policies and procedures.

MEETING DATE: October 13, 2014

HAMPTON NEIGHBORHOOD COMMISSION AGENDA REVIEW



Preparer: <u>J. Bryson</u> Reviewer: <u>J. McBride</u> Presenter: <u>J. McBride</u>

SUBJECT: Consideration of Revisions to the Operations Manual (Vote)

AGENDA ITEM: V. F (Consent Agenda)

ACTION REQUESTED: Approval of the Community Appearance Pride & Image (CAPI) Committee recommendation regarding the Revisions the Operations Manual (Vote)

Suggested Language for the Motion – “I move that we approve the revisions to the Operations Manual.”

BACKGROUND STATEMENT: Following the recent grant campaign and in an effort to streamline the work of the Commission, the CAPI Committee recommends that changes be made to the Neighborhood Development Grant program by assigning approval and review of grants to CAPI and dissolve the Grant Review Committee.

The recommended changes have been reviewed and supported by the CAPI and Executive Committees.

ADDITIONAL REFERENCE MATERIALS ENCLOSED:

COMMITTEE RECOMMENDATION: The CAPI Committee recommends approval of the revised Operations Manual.

CHAPTER 6: COMMITTEES

An effective Neighborhood Commission works collaboratively among Commissioners, with neighborhoods and other partners using team-based committees and work groups. The Commission has the responsibility of establishing a committee framework that is driven by the mission and guiding principles, sufficiently structured to maintain accountability, and flexible enough to respond to the changing needs and priorities. The framework should also provide mechanisms for members of the community and other stakeholders to be involved in the work of the Commission.

1. STANDING COMMITTEES

Standing Committees will include the Executive Committee, the Nominating Committee and others deemed necessary by the Commission for the fulfillment of its duties. Standing Committees will be composed solely of Commissioners who are appointed by the Chair of the Commission. All members of Standing Committees, whether elected or appointed, serve one-year terms.

All standing committees are responsible for recording the results of meetings and submitting a written report to the Commission on a monthly basis.

A. Executive Committee

The Executive Committee will be comprised of the Chair, Chair-Elect, all Special and Ad-Hoc Committee Chairs, and one (1) City representative. The work of the Executive Committee will include:

- Monitoring the annual work plan of the Commission to ensure the progress and consistency of committee work.
- Ensuring a focus on long-term, strategic planning for the Commission.
- Directing preparation of meeting agendas by the Executive Director.

B. Nominating Committee

The Nominating Committee will be comprised of five (5) members who are appointed by the Chair of the Commission. The composition of the committee will consist of the following stakeholder groups: one (1) neighborhood representative, one (1) institutional representative, and three (3) members selected at-large to include the immediate past chair of the Commission if available. The Nominating Committee will:

- Forward nominations for officers and members of the Executive Committee to the full Commission.
- Develop proposals for a process to fill Commission vacancies within thirty (30) days of notification that such a vacancy exists. Proposals will be forwarded to the full Commission for consideration and approval.
- Develop proposals for a process to address new appointments to the Commission. Proposals will be forwarded to the full Commission for consideration and approval no less than five months prior to the expiration of the next terms on the Commission.
- Develop a list of potential Special Committee members to be forwarded to the Chair of the Commission.

- Review the policies and procedures of the Neighborhood Commission to ensure advancement of the Hampton Neighborhood Initiative (HNI).
- Identify opportunities in neighborhood plans for the Commission to assist with the implementation of projects that are consistent with the priority areas established by the Commission.

2. SPECIAL COMMITTEES

Special Committees are an integral component of the Commission, vital to its ability to achieve its goals and fulfill its mission. These committees will perform much of the work of the Commission, oversee implementation of projects and programs, study special issues, etc.

- a. The Chair of all Special Committees will be a Commissioner, appointed by the Chair of the Commission for a one-year term. The Chair of the Commission may re-appoint Special Committee chairs for additional terms.
- b. The membership of Special Committees may include non-Commissioners. These committees provide a mechanism for members of the community and other stakeholders to be involved in the work of the Commission. Members will be appointed by the Chair of the Commission, based on the recommendations of the Special Committee Chairs.
- c. Committee proposals will be submitted to the full Commission for consideration and approval.

All special committees are responsible for recording the results of meetings, and submitting a written report to the Executive Committee on a monthly basis.

A. Community Appearance, Pride, and Image

The Community Appearance, Pride and Image Committee meets monthly to work on the following:

Goal: Maintain and enhance neighborhood appearance, quality and pride.

Strategies:

- Neighborhood clean-ups & city-wide beautification efforts
- Partnerships with local companies to be "community sponsors"
- Distribution of the Neighborhood Development Funds
- City policies that improve neighborhood appearance and quality of life
- Other Roles - **Crime & Crime Safe & Clean** Initiative, Neighborhood Improvement Fund Policies, Neighborhood planning support

In addition, the CAPI Committee meets at least quarterly to review and approve grant applications submitted to the Neighborhood Commission.

B. Neighborhood-School Partnerships

The Neighborhood-School Partnerships Committee meets monthly to work on the following:

Goal: Neighborhoods and schools have a strong partnership.

Strategies:

- Host district-wide Meet & Greet events
- Grants for neighborhood and school projects
- Redevelop the Preferred Realtors Program
- Promote the role of our good schools in making strong communities
- Improve involvement of citizens that do not have children who attend Hampton City Schools (HCS)

C. Civic Communications

The Civic Communications Committee meets monthly to work on the following:

Goal: Provide more opportunities to engage, respond, and inform citizens in community issues by use of multiple means of communication.

Strategies:

- Connect the community to resources and create more opportunities for dialogue
- Enhancing tools and refining skills of Commissioners & leaders
- Identify and attend community events
- Other Roles –Registered Neighborhood Organizations, Marketing, Neighborhood outreach support

D. Youth

The Committee meets monthly. Their role is to work with the Neighborhood Youth Advisory Board (NYAB) to improve Hampton's neighborhoods by inspiring and involving youth in leadership, and creating a sense of unity between youth and adults. The Committee also 1) acts as a representative voice for neighborhood youth; 2) works to build the capacity of youth and adults to work together effectively as neighborhood leaders; 3) identifies and implements specific youth led projects, programs, partnerships, and/or policies that impact goals championed by the Commission; 4) assign representatives to serve on each Commission Committee to provide a youth perspective to Commission work, and; 5) serve on the partnership committee of the Hampton Youth Commission

E. Grant Review Committee

The Grant Review Committee meets quarterly to review and approve grant applications submitted to the Neighborhood Commission. The composition of the Committee is as follows:

- Community Appearance Pride & Image Representative (2)
- Neighborhood & School Partnership Representative (2)
- Civic Communications Representative (2)
- Youth Committee Representative (1)

3. ESTABLISHING SPECIAL & AD-HOC COMMITTEES

The full Commission will create and dissolve Special and Ad-Hoc Committees as they deem necessary to further the work of the Commission. The functions and composition of such committees and the conditions under which they operate will be stipulated at the time of their creation by the Commission.

4. PREVIOUS SPECIAL COMMITTEE STRUCTURE

The Special Committee structure was revised in November 2012 to align with the Commission's work plan. The newly created Special Committees are outlined above. Prior to the committee restructuring, the following Special Committees were in place to support the Commission:

A. Capacity Committee

The Committee's role was to provide guidance and structure for the development of neighborhoods and organizations. Major activities included: Neighborhood College oversight and development, Neighborhood Registration processes and development, neighborhood seminars and workshops, skills training for Commission members, and special recognition processes.

B. Resources Committee

The Committee's role was to broker resources for and between neighborhoods and neighborhood-serving organizations. The role of the Committee was largely reactive, responding to requests for assistance. Resources included, but are not limited to, the Neighborhood Improvement Fund and Matching Grants Programs.

C. Plans and Policy Review Committee

The Committee's role was to review the policies and procedures of the Neighborhood Commission to ensure advancement of the Hampton Neighborhood Initiative (HNI). The Committee was established to ensure consistency among Commission policies and actions by reviewing all guiding documents and policies prior to Commission adoption. The Committee was also charged with reviewing all the neighborhood plans that were approved by the Neighborhood Commission. The Committee's role in the plan review process was to identify opportunities for the Commission to assist with the implementation of projects that were consistent with the priority areas established by the Commission.

D. Marketing & Outreach

The Committee's role was to increase awareness of the Neighborhood Commission and its program/resources in the community.

E. Youth

The Committee's role is work with the Neighborhood Youth Advisory Board (NYAB) to improve Hampton's neighborhoods by inspiring and involving youth in leadership, and creating a sense of unity between youth and adults. The Committee also 1) acts as a representative voice for neighborhood youth; 2) works to build the capacity of youth and adults to work together effectively as neighborhood leaders; and, 3) identifies and

implements specific youth led projects, programs, partnerships, and/or policies that impact goals championed by the Commission.

F. Joint Grant Review

The Joint Grant Review Committee was comprised of representatives from both the Capacity Committee and the Resources Committee. The role of this Committee was to review all grant applications submitted to the Neighborhood Commission for consideration.

G. Neighborhood-School Partnerships Ad-Hoc

The Committee's role was to strengthen the relationship between schools and neighborhood organizations. The committee worked closely with schools to identify school needs and available resources within the surrounding community to address such needs.

5. OTHER SPECIAL COMMITTEES

The commission has established other Committees to address community needs and move the work of the Commission forward such. Some of the other past committees include:

- A. Grant Review Committee
- B. Heart & Soul Committee
- C. Housing Reinvestment Committee



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MEETING DATE: October 13, 2014

HAMPTON NEIGHBORHOOD COMMISSION AGENDA REVIEW

Preparer: <u>J.McBride</u> Reviewer: <u>J.McBride</u> Presenter: <u>S. Torrey</u>

SUBJECT: Briefing on FY16-20 Capital Improvement Plan

AGENDA ITEM: VI. A.

ACTION REQUESTED: N/A

BACKGROUND STATEMENT: The Capital Improvement Plan (CIP) is a 5 year plan that directs the City's spending priorities for physical projects and public facility maintenance needs. Each year, the City updates the plan to reflect the current revenues and opportunities within the community. Similar to last year, community feedback will be solicited through conversations with key boards and commissions.

Sunshine Torrey, Senior Budget Analyst, will present a brief overview of the purpose of the CIP, and its role in implementing strategic initiatives and infrastructure maintenance/ improvements. Commissioners will be given the opportunity to ask questions and provide input on key project priorities that are important for the future of neighborhoods.

NEXT STEPS (If Applicable): N/A

ADDITIONAL REFERENCE MATERIALS ENCLOSED: None

COMMITTEE RECOMMENDATIONS: N/A



MEETING DATE: October 13, 2014

HAMPTON NEIGHBORHOOD COMMISSION AGENDA REVIEW

People. Partnerships. Possibilities!

Prepared By: <u>J. McBride</u>	Reviewed By: <u>J. McBride</u>	Presenter: <u>B. Franklin</u>
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SUBJECT: Briefing on the Neighborhood Serving Organization Registration Program

AGENDA ITEM: VI. B

ACTION REQUESTED: None

BACKGROUND STATEMENT: The current Neighborhood Serving Organization Registration Program policy aims to be more inclusive of both neighborhood-based and community-based organizations, including, socially-based community groups. The purpose of the program is to identify, acknowledge, and maintain a record of the current and active neighborhood serving organizations.

The Commissioners should make a concerted effort to register the organizations in their district or sector. The program benefits vary, but the most important benefit is a stronger communication connection between the Commission, the City, and local organizations.

NEXT STEPS (If Applicable): None

ADDITIONAL REFERENCE MATERIALS ENCLOSED: Neighborhood Serving Organization Registration Policy & Procedures, Application

COMMITTEE RECOMMENDATIONS: None

Hampton Neighborhood Commission



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Neighborhood-Serving Organization Registration Program

***Instructions &
Contact Submission Form***

Rev 20141013

Neighborhood-Serving Organization Registration Program

Neighborhood-Serving Organization Registration

Overview of Policy and Procedures

I. Hampton Neighborhood Initiative

The Hampton Neighborhood Initiative is a partnership of neighborhood-serving organizations, the Neighborhood Commission, the City of Hampton, area businesses and non-profits that is dedicated to improving the quality of life in Hampton's neighborhoods. Any organization can participate in the Hampton Neighborhood Initiative; the basic criterion for participation is that the organization be inclusive, *is working at a neighborhood level and follows the guiding principles of the Hampton Neighborhood Initiative*. A participating neighborhood organization must demonstrate that they have given everyone in the organization the opportunity to participate. A neighborhood-serving organization is an inclusive group of neighborhood stakeholders who come together in order to work together to make their and other neighborhoods better.

The Guiding Principles of the Neighborhood Initiative are listed below:

1. *Hampton neighborhoods are valuable community assets.*
2. *City government should be flexible enough to serve the unique needs of individual neighborhoods.*
3. *Partnerships are critical. Everyone has a stake in neighborhoods and everyone has a contribution to make.*
4. *Neighborhoods should be places where families are strengthened and youth are supported.*
5. *Neighborhoods should be safe, offer economic opportunity, support social interaction and civic involvement, and provide recreation and education opportunities to all residents.*
6. *Neighborhoods should be places where people want to live.*

II. Neighborhood-Serving Organization Registration Program Policy

A. Purpose of Program

The primary purpose of the registration program is to serve as a tool in identifying and developing relationships with key organizations and networks that make up the Hampton community. The registration program helps to initiate and maintain current contact information for neighborhood serving organizations throughout Hampton. These organizations represent a variety of interests, concerns, and perspectives but all are actively involved in improving the community through their ongoing efforts.

B. Eligible Organizations

A neighborhood organization is defined as an inclusive group of neighborhood stakeholders who work to make their local neighborhood or community better. Neighborhoods have both geographic (place-oriented) and social (people-oriented) components. **Neighborhood-serving organizations represent specific interests and provide services to the local community and potentially the community at large. Both Neighborhood Organizations and Neighborhood-Serving Organizations are eligible to register for the Neighborhood-Serving Organization Registration program.**

A. Neighborhood Organization

Neighborhood organizations are primarily place based organizations that serve a smaller defined area of the Hampton community. These organizations, while representing unique interests and participating in various social activities, generally focus their efforts in a specific portion of the community but also represent a broad range of stakeholders. Examples: neighborhood association, block club, homeowners association, etc.

Neighborhood-Serving Organization Registration Program

B. Neighborhood-Serving Organization

Neighborhood-serving organizations are primarily people based organizations that often serve a broader area within a specific interest or activity in the community in the community. These organizations typically represent residents from multiple geographic areas of the city; generally focus their efforts on specific segments or interests of residents. Neighborhood-serving organizations typically are not bound by geography but by scope or activity. Examples: PTSA, Scouts, recreational association, special interest group, etc.

C. Benefits of Registration

- Recognition by the Hampton Neighborhood Commission
- School facility use without insurance
- Web-site development & linkage to the Housing & Neighborhood Services web page
- Inclusion in Hampton E-News for neighborhood related events, opportunities, and news.
- Priority access to training opportunities, including the Neighborhood College and workshops
- Technical assistance in
 - the outreach efforts of your organization
 - assessing the effectiveness of your organization
 - improving your organization and addressing complex quality of life issues

D. Annual updates

Registered organizations are required to annually update their contact information either through their Neighborhood Commission representative, Capacity Committee members, or Community Development staff person.

III. Neighborhood Organization Registration Procedures

A. Form Submission

All forms are to be submitted to or reviewed by a Hampton Neighborhood Commissioner either in person or electronically. Should the Community Development staff person receive a form prior to a Commissioner, staff will forward the form to the appropriate Commissioner for follow-up.

B. Commissioner Follow-up

The District Commissioner will then make direct contact with the organization to discuss the group's history, purpose, goals, and any potential partnership opportunities in which the Commission may assist in helping the organization to achieve their goals.

C. Civic Communications Committee Update

The district commissioner would share this information with the chair of the Civic Communications Committee. At their following meeting, the Civic Communications Committee may offer additional information to the District Commissioner or directly to the organization about specific resources and/or potential partnerships that may assist the neighborhood group in achieving their organization's goals. The Civic Communications Committee would then forward the list of newly identified organizations to the Hampton Neighborhood Commission for recognition as a registered organization.

D. Neighborhood Commission Recognition

The newly identified organizations would then be invited to attend the following Neighborhood Commission Meeting to be recognized as a registered neighborhood-serving organization and a new partner in the Hampton Neighborhood Initiative.

Neighborhood-Serving Organization Registration Program

Initial Registration Form

The Neighborhood-Serving Organization Registration Program is a tool to identify, acknowledge, and develop relationships with key organizations and networks that make up the Hampton community. The registration program helps to initiate and maintain current contact information for neighborhood serving organizations throughout Hampton. These organizations represent a variety of interests, concerns, and perspectives but all are actively involved in improving the community through their ongoing efforts. A neighborhood organization is defined as "an inclusive group of neighborhood stakeholders who come together in order to work together to make their neighborhood and other neighborhoods better."

Organization Information

Please Type or Print Clearly

Name of organization: _____

Website address (if applicable): _____

Organization mailing address (if applicable): _____

Please check the description that best describes your organization:

- ☐ Neighborhood organization (neighborhood association, block club, homeowners association, etc.)
- ☐ Neighborhood serving organization (PTSA, Scouts, recreational assoc., special interest group, etc.)

What area of the city does your organization directly represent or communicate with regularly?

Please include a map indicating the boundaries of the outreach, if available.

Does your organization publish a newsletter (print, electronic)? ☐ Yes ☐ No

How often does your organization meet or gather? (check all that apply)

- | | | | | |
|-------------------------------------|---------------------------------------|------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> As needed | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Yearly | <input type="checkbox"/> Semi-annually | <input type="checkbox"/> Quarterly |
| <input type="checkbox"/> Bi-Monthly | <input type="checkbox"/> Monthly | <input type="checkbox"/> Bi-weekly | <input type="checkbox"/> Weekly | <input type="checkbox"/> Other _____ |

What is the normal date, time and location of your meetings? _____

What year was your organization formed/started? _____

Neighborhood-Serving Organization Registration Program

Organization Background:

Please Type or Print Clearly, Add additional pages if needed

Briefly describe the purpose and top goals of your organization _____

Describe the 2-3 primary methods your organization uses to obtain and share information with your members and partners on an on-going basis. (i.e. newsletter, email, meetings, signs, phone tree...)

Please share the events your organization has each year or plans to have.
(i.e. clean-ups, picnics, celebrations, socials, tournaments, galas...)

Please share how your organization involves youth or plans to involve youth.

Neighborhood-Serving Organization Registration Program

Primary Organization Contact:

Name: _____

Position: _____ (i.e. president, secretary, leader etc.)

Address: _____

Phone #: _____ E-mail: _____

Secondary Organization Contact:

Name: _____

Position: _____ (i.e. president, secretary, leader etc.)

Address: _____

Phone #: _____ E-mail: _____

To submit your form please contact your Neighborhood District Commissioner.

For more information on your area's District Commissioner, please visit www.hampton.gov/neighborhoods
or contact the Community Development Department at 757-727-6140.

As of 9/18/14

Registered Neighborhood Organizations

<u>Organization Name</u>	<u>District</u>
Farmington Civic Association	1
Northampton Civic League	1
Burbank Elementary School PTA	3
Magruder Heights Neighborhood Watch	3
Riverdale Regional Civic Association	3
Tidemill Machen Community Association	3
Barron Elementary School PTA	4
Malvern Civic Association	4
River Chase Community Association	4
Willow Oaks Neighborhood Watch	4
Buckroe Improvement League	6
Phoebus Events	7
Crown Point Homeowners Association	8
Faith Temple Church of God in Christ	8 - NSO
Sussex Neighborhood Association	8
Syms Eaton Condominium Association	8
Aberdeen Gardens Historical & Civic Association	10
Greenwood Neighborhood Watch	10
Community Builders Network	NSO
Hampton Youth Perseverance Empowerment	NSO
Hampton Council PTA	NSO
<u>Pending</u>	
Lake One Association Inc.	1
Partnership for A New Phoebus, Inc.	7



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MEETING DATE: October 13, 2014

HAMPTON NEIGHBORHOOD COMMISSION AGENDA REVIEW

Prepared By: J. Bryson Reviewed By: J. McBride Presenter: K. Johnson

SUBJECT: Consideration of the Chair of the Neighborhood Commission

AGENDA ITEM: VII. A

ACTION REQUESTED: Election of the Chair of the Neighborhood Commission

Suggested Language for the Motion – “I move that _____ be elected to serve as Chair of the Neighborhood Commission.”

BACKGROUND STATEMENT: Mr. Steven Edwards has served as the Chair-Elect of the Neighborhood Commission since 2013. Mr. Edwards has indicated that he is willing to serve as the Chair. Nominations will also be taken from the floor.

NEXT STEPS (If Applicable): NA

ADDITIONAL REFERENCE MATERIALS ENCLOSED: NA

COMMITTEE RECOMMENDATIONS: The Nominating Committee recommends that Mr. Steven Edwards be elected as Chair of the Neighborhood Commission.



MEETING DATE: October 13, 2014

HAMPTON NEIGHBORHOOD COMMISSION AGENDA REVIEW

Prepared By: J. Bryson Reviewed By: J. McBride Presenter: K. Johnston

SUBJECT: Consideration of the Chair-Elect of the Neighborhood Commission

AGENDA ITEM: VII. B

ACTION REQUESTED: Approval of the Chair-Elect of the Neighborhood Commission.

Suggested Language for the Motion - "I move that _____ be elected to serve as Chair-Elect of the Neighborhood Commission"

BACKGROUND STATEMENT: The Nominating Committee recommends Ms. Peggy Todd to serve as Chair-Elect of the Neighborhood Commission. Ms. Todd has served on the Commission for since 2012 and has indicated that she is willing to serve in this capacity. Nominations will also be taken from the floor.

NEXT STEPS (If Applicable): NA

ADDITIONAL REFERENCE MATERIALS ENCLOSED: None

COMMITTEE RECOMMENDATION: The Nominating Committee recommends that Ms. Peggy Todd be elected as the Chair-Elect of the Neighborhood Commission.

Civic Communications Committee

Work Session Meeting Results

September 4, 2014 – CDD Conference Room 5pm

Present:

Barbara Franklin- Chair, At Large Commissioner
Alice Callahan – District 6, Neighborhood Commissioner
Rhonda Woods – District 9, Neighborhood Commissioner
Sandra Medina King – District 4, Neighborhood Commissioner
Major Ron Davis – HPD

Staff:

Jonathan McBride- HNS Manager
Brianna Venner- Marketing Inc.
Shanel Lewis- Community Development

- **RNO Presentation** (Jonathan McBride)
 - o Civic Communications should not operate in an RNO approval or disapproval fashion
 - If an application is missing information needed to be recognized as an RNO, staff or commissioner for that area will work with the organization to get the information needed.
 - o Every organization is different (Home Owner's Association, Covenant Communities, Civic Associations, Neighborhood Watches, Civic Leagues, Community Serving Organizations). We have to recognize that and meet the organization where they are.
 - o Businesses that serve the community can register as an RNO.
 - o Purpose of the RNO Program is to identify acknowledge and maintain an accurate database of neighborhood groups and neighborhood serving organizations.
 - o Accurate contacts are more important than the formal active organizations
- **Work Session Item 1:**
 - o Recommendation made to add a question about engaging youth to the RNO application
- **Next Meeting:** September 10, 2014- Canty Conference Room 5:00pm

Community, Appearance, Pride and Image (CAPI) & Civic Communications

Committee Meeting Results

September 17, 2014

Committee Attendees:

Peggy Todd –Realtor®, Neighborhood Commissioner (CHAIR)

David Duxbury – District 1, Neighborhood Commissioner

Steve Edwards – Faith, Neighborhood Commissioner

Staff:

Jonathan McBride - CAPI

Shanel Lewis - Staff

Item #1: Grant Review Committee Restructuring

The committee approved the recommendation that will be forwarded to the Neighborhood Commission in October for approval.

Item #2: Neighborhood Award Program approved

- *(Insert Sponsor Name)* **Neighborhood of the Year**
- **Mary Johnson Award for Neighborhood Leadership**
- **Dr. Michael Canty Award for Neighborhood Project of the Year**

Meeting Adjourned: 6:06pm

Next Meeting: Meeting with Civic Communications on the suggested date of Oct. 22, 2014 at 5pm.

Civic Communications Committee

Meeting Results

September 10, 2014

CDD Conference Room 5pm

Present:

Barbara Franklin, Chair – At-Large Commissioner
Alice Callahan – District 6, Neighborhood Commissioner
Rhonda Woods – District 9, Neighborhood Commissioner
Pam Croom – District 2, Neighborhood Commissioner
Sandra King-Medina – District 4, Neighborhood Commissioner

Staff:

Jonathan McBride –HNS Manager
Shanel Lewis- Neighborhood Development Associate
Brianna Venner –Marketing Inc.

A. Review the Hampton Neighborhood Initiative Brochure

- Simplify and larger print
- Social and Physical Grants, 311, 727-6111
- pictures with people doing things
- create awareness and line of communication

Brianna Venner will assist the Civic Communication Committee with creating a Hampton Neighborhood Office Brochure

The brochure will be available for the 2015 year.

B. Review of Registered Neighborhood Organizations (RNO)

- Neighborhood Serving Organization Registration Program on cover
- Recommendation to add a “Free Space” at the very end for any additional relevant information about the efforts of your organization which has not been addressed in the preceding questions
- Recommendation made to add question about engaging youth to the RNO
- Recommendation to Executive Board to add Social/Physical Grants workshop at the Commissioners Retreat

Approval of Willow Oaks Neighborhood Watch

Lake One Association deferred: pending more information; forwarded to neighborhood commissioner.

C. Meet and Greet November 10th 2014

- Northhampton Community Center
- Davis Middle School for backup
- Commissioners arrival time 4:30pm for setup/ 5:00pm will be a brief meeting
- 5:30pm – 6:30pm Meet and Greet time

Meeting Adjourned: 6:12pm

Meeting Schedule – 2nd Wednesday of every month

Next meeting date – Oct. 8th 5pm-6pm

NOMINATING COMMITTEE

Meeting Results

September 15, 2014

Attendees:

Alice Callahan, Chair
Steve Edwards
Henry Mills
Kathy Johnson

Staff:

Jonathan McBride

The Committee discussed the following reappointments:

- Peggy Todd's reappointment
 - o Peggy Todd has agreed to serve another term.
- Ann Bane's reappointment
 - o Ann Bane agreed to serve another term.
- Tony Reyes' reappointment
 - o The City Manager agreed to have Tony Reyes serve another term.

The Committee discussed the following new appointments:

- The replacement for Jimmy Gray has not yet been confirmed.
- The committee reviewed two applications (one each for Districts 7 and 8)
 - o Awaiting letters of recommendation from both candidates and then interviews will be set up.
- Staff will continue to advertise the Neighborhood Commission vacancies.
 - o Darren will send Alice the list of community leaders in District 10. She will contact these leaders to search out possible candidates in District 10.

Revisions were made to the questions on both the application for commissioner and the interview questions.

Next Meeting: October 13 , 2014 @ 6pm